

## WorkSource Information Notice (WIN)

Employment System Administration and Policy

☒ Policy-related | ☐ Fiscal | ☒ Performance | ☐ Q&A | ☐ Other

Number: WIN 0075

Date: April 15, 2016

Expiration Date: N/A

**TO:** Workforce Development System Partners

**FROM:** Gary Kamimura, Workforce Policy Director

**SUBJECT:** Enrollment of incumbent workers into WIOA Dislocated Worker-funded programs in SKIES prior to WIT Go-Live

### **Purpose:**

To provide a standard process for interim enrollment of incumbent workers into WIOA Dislocated Worker-funded programs (e.g., Dislocated Worker formula grant, National Dislocated Worker Grant) in the Services, Knowledge and Information Exchange System (SKIES) prior to the launch of the new WorkSource Integrated Technology (WIT) system.

### **Action Required:**

Local areas must use this interim process for enrollment, documentation and tracking of Incumbent Workers because additions and/or reconfiguration changes will not be made in either SKIES or WIT prior to the WIT Go-Live.

LWDBs and their contractors, as well as ESD Regional Directors, must distribute this guidance broadly throughout the system to ensure that staff and partners in the WorkSource system are familiar with its content.

### **Content:**

Incumbent workers must be employed at the time of enrollment, meet the Fair Labor Standards Act requirements for an employer-employee relationship, and have an established history with the employer for at least six months prior to enrollment per [WIOA Title I Policy 5607, Revision 1](#).

Incumbent workers who will be served through WIOA Dislocated Worker grant funds must have an employer and date of dislocation in order to satisfy SKIES requirements for documentation of Dislocated Worker eligibility.

To meet this requirement, local areas must use the current employer as the employer of dislocation and the start date of the incumbent worker training contract as the date of dislocation in SKIES.

Local areas must also use case notes to document that current employer information and contract start date are being captured to address existing SKIES structural constraints. Additional case note documentation may be needed to satisfy other requirements for incumbent worker training as indicated in [WIOA Title I Policy 5607, Revision 1](#).

This work-around applies to SKIES entries. It will be reevaluated for WIT entries post go-live.

**References:**

- Public Law 113-128, Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 134
- [Training and Employment Guidance Letter \(TEGL\) 03-15](#), Section 11
- [WIOA Title I Policy 5607, Revision 1](#) (Employment Criteria and Cost Sharing for Training Provided to Incumbent Workers)

**Website:**

[http://www.wa.gov/esd/1stop/policies/state\\_guidance.htm](http://www.wa.gov/esd/1stop/policies/state_guidance.htm)

**Direct Inquiries To:**

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**Attachments:**

None